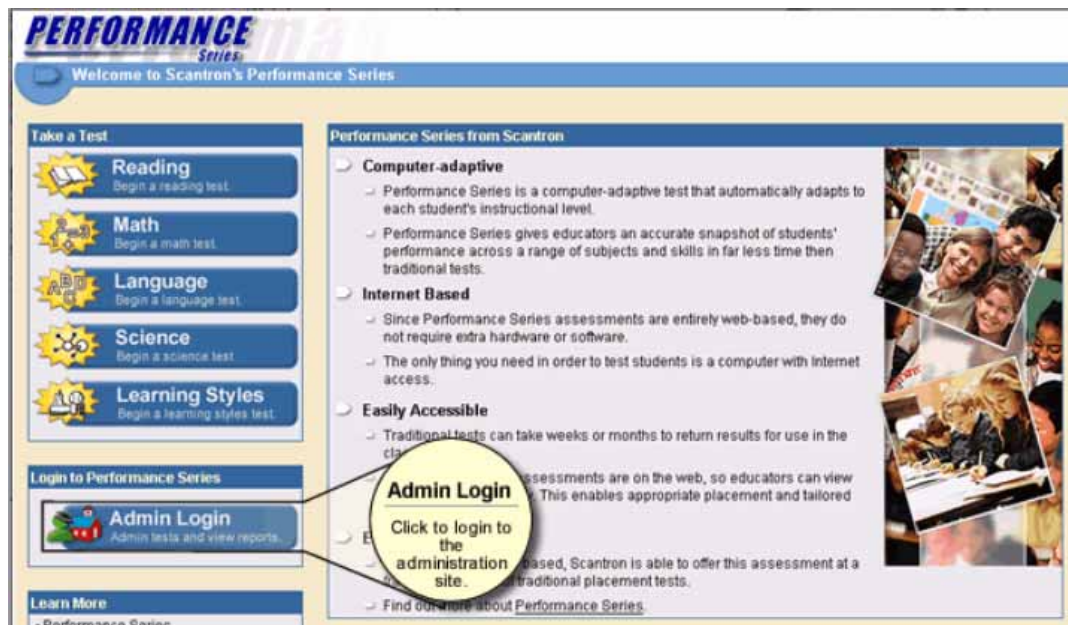


PERFORMANCE SERIES
TEST MANAGEMENT


Section 1: Login to Performance Series

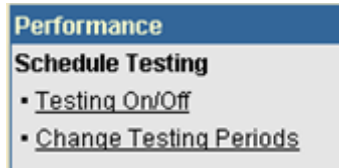
1. Open an Internet browser, such as Windows Explorer.
2. Go to <http://www.edperformance.com/> . Then click the **Admin Login** button.



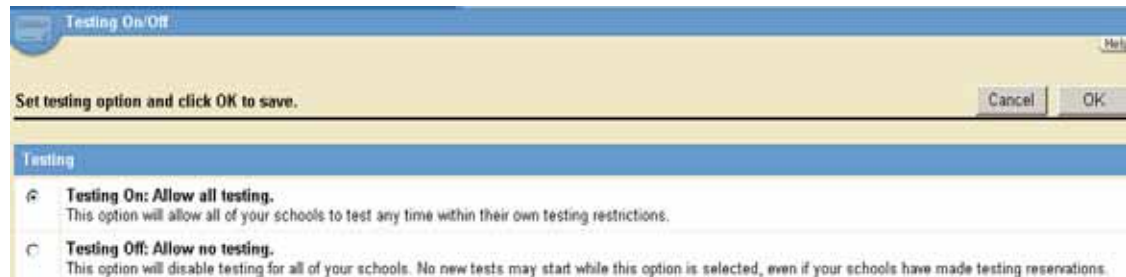
3. Enter your top level **Site ID**, **Staff ID** and **Password**. Then click the **Login** button.

Section 2: Schedule Testing

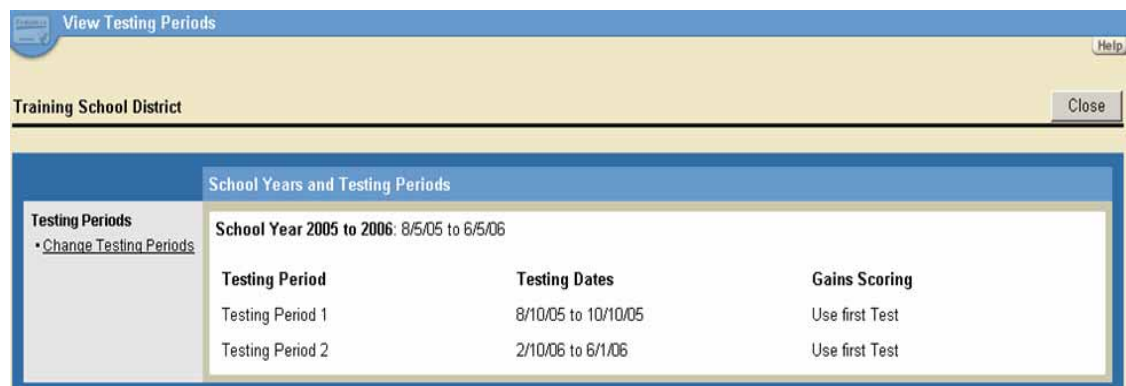
1. From the Top Level Home Page, click the  (Performance Tests) tab.
2. To turn testing on or off, select Testing On/Off under the **Schedule Testing** menu.



3. Choose either **Testing On: Allow all testing** or **Testing Off: Allow no testing**.

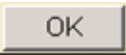


4. Only Location Controllers may view the testing periods from either the District or School/Building Site in order to select Change Testing Periods under the **Schedule Testing** menu.



- Only Location Controller may view the **Location** details of the site, where you can change the testing periods, select Change Testing Periods under the **Testing Periods** menu.

Testing Period	Testing Dates	Gains Scoring
Testing Period 1	8/10/05 to 10/10/05	Use first Test
Testing Period 2	2/10/06 to 6/1/06	Use first Test


- Select Edit to the right of the School Year for which you want to change the testing period(s).
- Change the testing period(s), and then click the  button to save the changes.

School Year	
School Year:	Start Date: September 1 2005 * End Date: August 31 2006 *
Testing Period 1	
Date of Testing:	Start Date: September 1 2005 * End Date: February 28 2006 *
Gains Scoring:	Use the last test for gains reports if a student has multiple tests in this testing period.
Testing Period 2	
Date of Testing:	Start Date: March 1 2006 * End Date: August 31 2006 *
Gains Scoring:	Use the last test for gains reports if a student has multiple tests in this testing period.

9. Verify the changes. Then click the  button.

Add and Edit School Years			
School Years Add School Year	School Year		
	School Year 2005 to 2006: 9/1/05 to 8/31/06		
	Testing Period	Testing Dates	Gains Scoring
	Testing Period 1	9/1/05 to 2/28/06	Use last Test
	Testing Period 2	3/1/06 to 8/31/06	Use last Test

Section 3: Testing Accommodations

- From the School/Building Home Page, click the  (Site Admin) tab.
- Click **Search** under the **Students** menu to search for a student who needs testing accommodations.



- Enter part of the student's name and click the (Search) button.

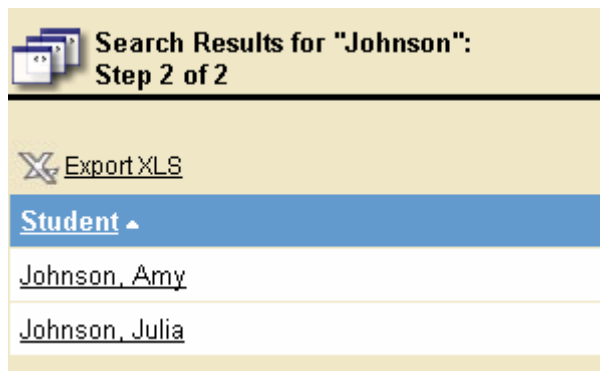
Provide Details for Student Search then Click Search

Enter a keyword to match Student ID or the beginning of students last names.


Student Search Details

Keyword: *

- Click on the student's name for whom you want to make testing accommodations.



**Search Results for "Johnson":
Step 2 of 2**

 [Export XLS](#)

Student ▲

[Johnson, Amy](#)

[Johnson, Julia](#)

- Select **Edit Student** under the **Student** tab.

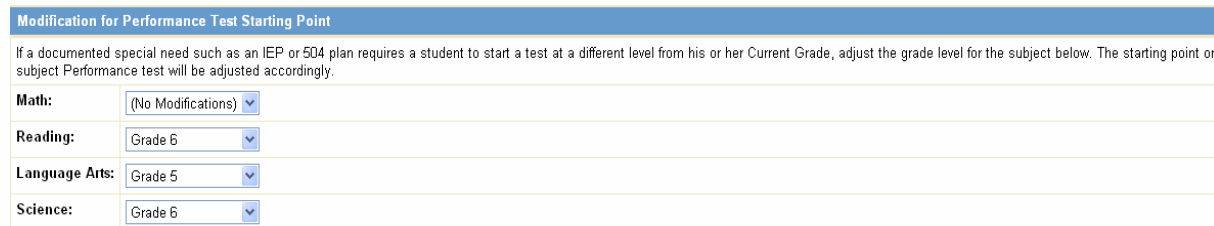


Student Classes G

Student Information

- [Edit Student](#)
- [Delete Student](#)
- [Print Profiles](#)

- Choose the modified grade levels by subject area to change the starting point of each test.




Modification for Performance Test Starting Point

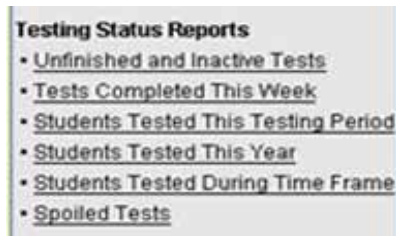
If a documented special need such as an IEP or 504 plan requires a student to start a test at a different level from his or her Current Grade, adjust the grade level for the subject below. The starting point on subject Performance test will be adjusted accordingly.

Math:	(No Modifications) ▼
Reading:	Grade 6 ▼
Language Arts:	Grade 5 ▼
Science:	Grade 6 ▼

Section 4: Testing Status Reports

- From the School/Building Home Page, click the  (Performance Tests) tab.

2. The **Testing Status Reports** monitor the status of student testing.



3. Select Unfinished and Inactive Tests to view tests that have been paused.
4. Select Tests Completed This Week to view tests that have been completed in the past week.
5. Select Students Tested this Testing Period to view tests that have completed in the current Testing Period.
6. Select Students Testing During Time Frame to view a specific list of students who have been tested during a user defined time frame.
- a. Enter the Date Range for the Time Frame and click the **Next** button.

A screenshot of a web application form titled "Checklist of Students Tested". The form has a yellow background and a blue header. It contains a section titled "Enter Date Range Step 1 of 2" with a "Date Range" sub-header. Below this, there are two rows of date selection fields. The first row is for the "Start Date" and the second row is for the "End Date". Each row has three dropdown menus for the month, day, and year, followed by an asterisk.

Date Range				
Start Date:	June	1	2005	*
End Date:	September	5	2005	*

- b. Review the Testing Data and either click the [Previous](#) button to change the time frame, or click the [Close](#) button to close.

Review Testing Data
 Step 2 of 2

▶ The following is a checklist of students tested during the time period ranging from 6/1/05 to 9/5/05.

▶ = Tested = Not Tested Blank Cell = Test not available for students in this grade.

[Export XLS](#) Index: Count: 34 Page 1 of 2 >>

Student	Student ID	Grade	Reading	Math	Language	Science	Learning Styles
Alice	1	6					
Bill	2	6					
Catherine	3	6					
Dante	4	6					
Evaline	5	6					

7. Select Spoiled Tests to view a specific list of tests that have been spoiled for one of a variety of reasons; spoiled by staff, spoiled due to inactivity, spoiled due to testing irregularities.